PRICELIST COVER PAGE

GENERAL SERVICES ADMINISTRATION

AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Special Item Numbers:

Special Item No. 132-33 ~ Perpetual Software Licenses (FSC Class 7930)

Special Item No. 132-34 ~ Maintenance of Software

Special Item No. 132-51 ~ Information Technology Professional Services

FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services

Note: All non-professional labor categories are incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Charles River Analytics Inc.
625 Mount Auburn Street
Cambridge, MA 02138
Phone: (617) 491-3474
Fax: (617) 868-0780
www.cra.com

Contract Number:	GS-35F-0577T
Period Covered by Contract:	August 15, 2007 – August 14, 2017
Business Size:	Small
NAICS:	541712

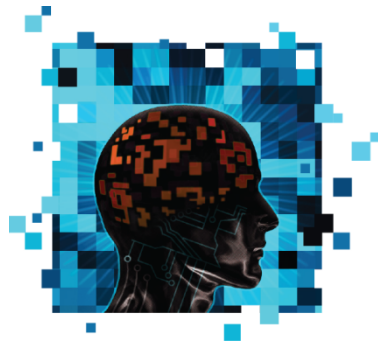Pricelist current through Modification # CM-A345, dated 2/11/2014.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at http://www.fss.gsa.gov/.

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Corporate Overview

Our approach to meeting your IT and engineering needs

Since 1983, Charles River Analytics has been applying computational intelligence technologies to develop mission-relevant tools and solutions to transform our customers' data into knowledge that drives accurate assessment and robust decision-making. Charles River continues to grow its technology, customer base, and strategic alliances through research and development programs for the DoD and the Intelligence Community. Our solutions address a broad spectrum of mission areas and functional domains, including sensor and image processing, situation assessment and decision aiding, human systems integration, and cyber security. These efforts have resulted in a series of successful products that support continued growth in our core R&D contracting business, as well as the commercial sector.

Cognitive Systems

Complex engineering systems play a central role in our everyday lives, and technologically advanced, intelligent systems are becoming more vital. However, most of these systems remain dependent on human decision-makers to oversee their operations. To ensure overall system safety, reliability, and operational effectiveness, a human-centric design approach is needed to account for fundamental human capabilities and limitations. Charles River Analytics' Cognitive Systems Division focuses on developing technologies that enable effective human-centered engineering and the integration of human decision-makers into advanced engineering systems.
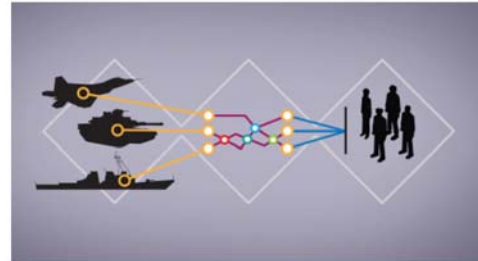

Our approach to human-centered engineering focuses on:

- Development and deployment of advanced human behavior models that represent human decision-makers and operators within simulation systems and human-in-the-loop training/evaluation environments

- Development of cognitively congruent decision-aiding systems that mirror the human decision-maker's cognitive processes and underlie human-system interfaces (HSIs) to provide the most relevant and least distracting view of the operating environment

- Development of advanced visualization engines that effectively support the human decision-maker's maintenance of situation awareness (SA) within the overall operating environment

The Cognitive Systems group at Charles River Analytics is a talented and diverse team of researchers and software developers performing human-centered engineering of complex systems. Our team has developed a number of reusable computational tools that have been applied across a wide range of systems engineering problems, including advanced air traffic management (ATM), battlespace management and visualization, and autonomous systems engineering.

Decision Management Systems

As the battlespace goes "digital," there is an increasing need to filter, retrieve, and evaluate the blizzard of data flowing through the modern global information grid (GIG). Charles River Analytics is leading several Department of Defense projects to provide enhanced battlespace information management, tactical situation assessment, strategic information operations, and real-time battlespace visualization.

Our approach to decision management focuses on:

- Database management, including intelligent agents that perform queries across disparate databases and dynamic Bayesian networks that fuse sensor data at multiple levels

- GIS-based decision aiding, including inferential reasoning techniques that support battlespace geospatial information requirements and dissemination

- Mission planning, including planning tools that assist operators in the deployment and management of sensors and platforms, including genetic algorithms and biomimetic optimization techniques for rapid plan assessment and adaptation

The Decision Management group at Charles River Analytics is a talented, experienced team of researchers and software developers building systems that enable the modern Warfighter to turn data into decisions. The group has unique skills and experience in clear visualization of information from disparate sources, including geographic data, sensor data, and troop and vehicle location and status; fusion of sensor data; and decision-aids for operators of complex, remote sensor platforms, such as satellites and unmanned vehicles.

Sensor Processing & Networking Systems

Human existence is so driven by our perception of the world around us that we tend to forget that computers have no built-in perception; they are blind, deaf, and sensory deprived. The solution may seem obvious: connect sensors to these computers, such as cameras, microphones, radar, GPS, etc. However, sensors solve only a small part of the problem. Just like our visual cortex is needed to perceive what our eyes "see," sensor processing is needed to make sense of the pixels coming out of a camera. It is not the raw data that matters to intelligent systems, but information, such as:

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- "How many people stopped to look at the display in this shop window today?"

- "Given the 3D data from the laser-radar, my wheel size, and current speed, is it safe to drive over this rock?"

- "We know from eyewitnesses that the suicide bomber wore a yellow raincoat. Can we track him backwards through recorded video feeds from 20 different security cameras to the car that dropped him off, and then enhance the image of the car's license plate?"

Charles River has over two decades of experience building intelligent systems that use computer vision and other sensor processing technologies to provide this information.

Distributed sensors present a special problem. Not only must each individual signal be processed, the sensors must be networked and connected to a central node where their information is fused. Again, the obvious part of the problem—establishing communication from each sensor to the processing node—is just the beginning. Modern intelligent systems often rely on wireless networks with mobile individual sensors. In hostile environments, the trustworthiness of the network may be questionable. Both these situations require real-time analysis of network integrity and data throughput.

Charles River Analytics' Sensor Processing & Networking Division focuses on adapting recent, laboratory-based, academic progress to our customers' needs by developing practical algorithms, software, and integrated systems.

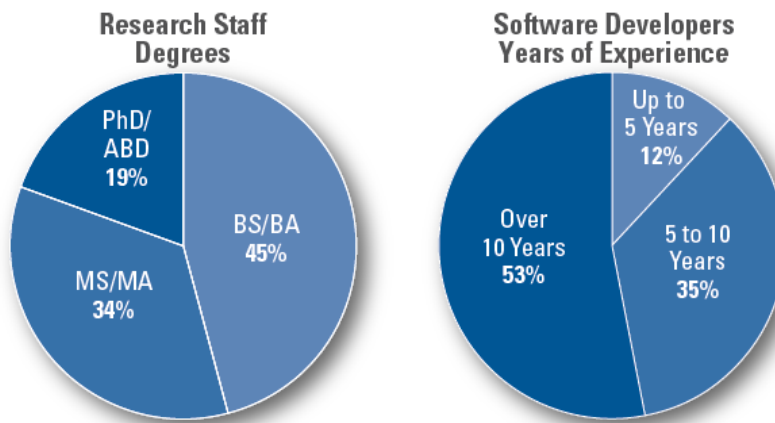## Our approach to sensor processing and networking focuses on:

- **Automatic/aided target recognition (ATR).** Soldiers and image analysts routinely use advanced sensors of all types (infrared imaging, laser-radar, vibration, etc.) to detect and recognize enemy targets. Intelligent systems are required to help people process this deluge of data. We develop feature- and model-based ATR software, as well as tools for other ATR developers, such as Verideo™.

- **Security and surveillance.** Cameras are everywhere, but who is looking at all the images? The human visual system is enormously capable, but people tire and become distracted, while an intelligent computer vision system can provide consistent performance 24/7. We develop systems for pedestrian/vehicle detection and tracking, event recognition ("person exiting car," etc.), license plate detection, and 3D reconstruction of an object from its image.

- **Vision-based navigation.** Mobile robots of all kinds (air, ground, water surface, and underwater) rely on a human operator for navigation, generally through direct teleoperation. We develop a variety of vision system components for increased robot autonomy, such as navigating by matching flyover imagery with onboard maps, urban route-finding via sign recognition, and path planning via obstacle detection.

- **Image and video enhancement.** Most images captured with electro-optic sensors need enhancement before human or automated review. We develop software that recognizes the type of artifacts and noise that are degrading the imagery, and then applies the image enhancement techniques that best recover the image.

- **Trustworthy sensor networking.** Sensor networks are ubiquitous in commercial, industrial, and military applications. Remote sensors are subject to both accidental faults and intentional

tampering. We develop software that assesses the trustworthiness of sensor data and fuses data from disparate sensors to provide the most accurate representation of the data.

The Sensor Processing & Networking group at Charles River Analytics is a talented team of researchers and software developers with significant experience building custom sensor processing systems. We have developed a variety of solutions across domains, from basic research in algorithm design to highly optimized end-to-end systems. Along the way, we have created an extensive in-house library of computer vision software components (VisionKit®) which allows us to rapidly prototype and evaluate new algorithms.

Staff

The employees of Charles River Analytics offer a unique mix of scientific and technical backgrounds.

Some of our most successful scientists and engineers have backgrounds both inside and outside the fields of artificial intelligence, including degrees in mechanical engineering, physics, astronomy, classics, and other diverse areas of study.

Our scientists and engineers have backgrounds in:

- Aerospace Engineering
- Architecture
- Artificial Intelligence
- Brain and Cognitive Science
- Business and Management
- Chemical Engineering
- Computational Linguistics
- Computer Science
- Curriculum and Instruction Design
- Economics
- Electrical Engineering
- Engineering Psychology
- Graphic Design
- Human Factors Engineering
- Industrial and Operations Engineering

- Information Assurance and Cybersecurity
- Life Sciences
- Marine Technology
- Mathematics
- Mechanical Engineering
- National and International Security
- Network Engineering and Administration
- Neuroscience
- Ocean Engineering
- Philosophy
- Physics
- Political Science
- Psychology
- Other related fields

Information for Ordering Activities Applicable to All Special Item Numbers

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA *Advantage*! ™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA *Advantage*!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

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1. Geographic Scope of Contract

The geographic scope of this contract is domestic and international.

Offerors are requested to check one of the following boxes:

[ ]   The Geographic Scope of Contract will be domestic and overseas delivery.

[ ]   The Geographic Scope of Contract will be overseas delivery only.

[⊠]   The Geographic Scope of Contract will be domestic delivery only.

2. Contractor's Ordering Address and Payment Information

Ordering information:

a. For mailed orders, the postal mailing address where written orders will be received is as follows:

Charles River Analytics Inc.
625 Mount Auburn Street
Cambridge, MA 02138
Phone: (617) 491-3474
Fax: (617) 868-0780
www.cra.com

b. For orders by facsimile transmission, the point of contact is:

Charles River Analytics Inc.
Fax: (617) 868-0780

Payment Information

c. Payment Information

All payments shall be submitted to the following remittance address:

Charles River Analytics Inc.
625 Mount Auburn Street
Cambridge, MA 02138
Phone: (617) 491-3474
Fax: (617) 868-0780

Contractors are required to accept the credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Charles River Analytics Inc.
Phone: (617) 491-3474
Fax: (617) 868-0780

3. Liability for Injury or Damage

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 11-524-3701

Block 30: Type of Contractor – B. Other Small Business

Block 31: Woman-Owned Small Business – No

Block 36: Contractor's Taxpayer Identification Number (TIN): 04-2803764

4a. CAGE Code: 9W641

4b. CENTRAL CONTRACTOR REGISTRATION

The Central Contractor Registration Database has been replaced with the System for Award Management (sam.gov). Charles River Analytics has a valid registration through November 7, 2014.

5. FOB Destination

It is expected that all Information Technology professional services described herein will be performed either at a Charles River Analytics facility or at a government designated facility. Place of performance shall be designated on the purchase order or in the Statement of Work.

6. Delivery Schedule

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Number	Delivery Time (Days ARO)
SIN 132-33	15 days or as negotiated with each task order
SIN 132-34	15 days or as negotiated with each task order
SIN 132-51	15 days or as negotiated with each task order

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7.   Discounts

Prices shown are NET Prices; Basic Discounts have been deducted.

a.   Prompt Payment: None

b.   Quantity: None

c.   Dollar Volume: Charles River Analytics reserves the right to offer discounts in those cases where the value of an order exceeds the Maximum Order Limit or when business conditions warrant.

d.   Government Educational Institutions: None

8.   Trade Agreement Act of 1979, as Amended

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9.   Statement Concerning Availability of Export Packing

N/A

10. Small Requirements

There is no minimum dollar value of orders to be issued.

11. Maximum Order Threshold

The Maximum Order values are:

Special Item Number 132-33 – Perpetual Software Licenses	$500,000
Special Item Number 132-34 – Maintenance of Software	$500,000
Special Item Number 132-51 – Information Technology (IT) Professional Services	$500,000

12. Ordering Procedures for Federal Supply Schedule Contracts

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a.   FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

b.   FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. Federal Information Technology/ Telecommunication Standards Requirements

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 Federal Information Processing Standards Publications (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 Federal Telecommunication Standards (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED- STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. Contractor Tasks/Special Requirements (C-FSS-370) (NOV 2001)

a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price under the Multiple Award Schedule.

b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

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c. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining / possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

f. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the ability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. Contract Administration for Ordering Activities

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!™

GSA *Advantage!*™ is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information.
GSA *Advantage!*™ will allow the user to perform various searches across all contracts including, but not limited to:

(1) Manufacturer;

(2) Manufacturer's Part Number; and

(3) Product categories.

Agencies can browse GSA *Advantage!*™ by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is http://www.fss.gsa.gov/.

17. Purchase of Open Market Items

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) — referred to as open market items — to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if:

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2)   The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. Contractor Commitments, Warranties and Representations

a.   For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

   (1)   Time of delivery/installation quotations for individual orders;

   (2)   Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

   (3)   Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b.   The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. Overseas Activities

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside of Canada, the 48 contiguous United States and the District of Columbia.

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such

ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. Blanket Purchase Agreements (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. Installation, Deinstallation, Reinstallation

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at http://www.satech-inc.com. Charles River Analytics is not a Section 508 compliant company at this time. The EIT standard can be found at: www.Section508.gov/.

24. Prime Contractor Ordering From Federal Supply Schedules

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order:

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. Insurance – Work on a Government Installation (JAN 1997) (FAR 52.228-5)

(a) The contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective –

    (1)   For such period as the laws of the State in which this contract is to be performed prescribe; or

    (2)   Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in the subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proof of required insurance, and shall make copies available to the Contracting Officer upon request.

26. Software Interoperability.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a

Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www.core.gov.

27. Advance Payments

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32), PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-33) AND MAINTENANCE (SPECIAL ITEM NUMBER 132-34) OF GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE

1. Inspection/Acceptance

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. Guarantee/Warranty

a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.

LIMITED WARRANTY. Charles River Analytics warrants that, for a period of ninety (90) days from your date of receipt (a) the Software will substantially conform to the applicable user documentation provided with the Software and (b) the magnetic media and user documentation (if any) will be free from defects in materials and workmanship. Any implied warranties which may exist despite the disclaimer herein shall be limited to ninety (90) days. This Limited Warranty is void if failure of the Software is due to accident, abuse or misapplication. Some states/jurisdictions do not allow limitations on duration of an implied warranty, so this limitation may not apply to you.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

3. Technical Services

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number *(617) 491-3473 ext. 590 or* bnet-sales@cra.com for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available *from 9am to 5pm EST Monday through Friday.*

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4.   Software Maintenance

a.   Software maintenance service shall include the following:

Customers are notified when new releases occur.

b.   Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

5.   Periods of Term Licenses (132-32) and Maintenance (132-34)

a.   The Contractor shall honor orders for periods for the duration of the contract period or a lessor period of time.

b.   Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice to the Contractor.

c.   Annual Funding. When annually appropriated funds are cited on an order for maintenance, the period of the maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the maintenance orders citing the new appropriation shall be required, if the maintenance is to be continued during any remainder of the contract period.

d.   Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

e.   Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the maintenance is to be terminated at that time. Orders for the continuation of maintenance will be required if the maintenance is to be continued during the subsequent period.

6.   Conversion From Term License To Perpetual License [Not Applicable]

a.   The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (l0) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.

b.   Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.

c.   The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.

d.   The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license,

whichever is the less, minus an amount equal to % of all term license payments during the period that the software was under a term license within the ordering activity.

7.   Term License Cessation [Not Applicable]

a. After a software product has been on a continuous term license for a period of _____* months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number l32-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

8.   Utilization Limitations — (132-32, 132-33, AND 132-34)

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at

the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

9. Software Conversions — (132-32 AND 132-33)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

10. Descriptions and Equipment Compatibility

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

11. Right-To-Copy Pricing

The Contractor shall insert the discounted pricing for right-to-copy licenses.

Terms and Conditions

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. Scope

a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. Performance Incentives

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. Order

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. Performance of Services

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c.   The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d.   Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5.   Stop-Work Order (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6.   Inspection of Services

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-

Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. Responsibilities of the Contractor

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General, may apply.

8. Responsibilities of the Ordering Activity

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. Independent Contractor

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. Organizational Conflicts Of Interest

a. Definitions.

   "Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

   "Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

   An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if

appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

13. Resumes

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. Approval of Subcontracts

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

Description of IT Services and Pricing

16. Description of IT Services and Pricing
SIN 132-51 – Information Technology Services

Approved Labor Category Descriptions

Position: Senior Principal Scientist I

Duties and Responsibilities:
- Analyzes and understands customer problems and issues
- Pursues novel technologies to implement solutions
- Supports marketing in presenting and selling innovative technical solutions to potential new customers
- High level design and architecture of AI and technology solutions
- Manages software engineers and scientists in developing AI and technology solutions
- Participates in company-wide technology selection
- Principal Investigator for proposals and contracts
- Manages proposal process regarding topic selection and work assignments
- Fosters relationships with customers
- Lead/contributing author on papers/reports
- Develops and manages programs
- Participates actively and takes a leadership role in the development and improvement of the Company's infrastructure (team-building, recruiting, facilities, budgets, tools, processes …)

Requirements:
- PhD in Computer Science or equivalent Twelve years research experience Expert knowledge of AI technologies
- Knowledge of and experience with a variety of languages and platforms
- Record of writing winning proposals
- Strong fit with Company goals and values (work ethic, attitude, interest in work)

Position: Chief Scientist I

Duties and Responsibilities:
- Advises President and Division Vice Presidents on customer needs and potential teaming opportunities Proactively informs senior technical staff of advances in the field of AI (e.g., via seminars) that are of company-wide or division-specific interest
- Identifies opportunities for technology transfer/reusable components across company divisions
- Introduces new technologies in-line with DoD customer vision documents
- Invites scholars to give in-house seminars
- Provides technical guidance to colleagues
- Prepares reusable technology paragraphs and briefings for proposals and kickoff/final briefings
- Helps identify conferences and journals where the company should submit papers

Additionally, the Chief Scientist will perform the duties of a Principal Scientist:
- Analyzes and understands customer problems and issues

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- Pursues novel technologies to implement solutions
- Supports marketing in presenting and selling innovative technical solutions to potential new customers
- High level design and architecture of AI and technology solutions
- Manages software engineers and scientists in developing AI and technology solutions
- Participates in company-wide technology selection
- Principal Investigator for proposals and contracts
- Manages proposal process regarding topic selection and work assignments
- Fosters relationships with customers Lead/contributing author on papers/reports Develops and manages programs
- Participates actively and takes a leadership role in the development and improvement of the Company's infrastructure (team-building, recruiting, facilities, budgets, tools, processes …)

Requirements:
- PhD in Computer Science or equivalent
- Ten years research experience
- Expert knowledge of AI technologies
- Knowledge of and experience with a variety of languages and platforms
- Record of writing winning proposals
- Strong fit with Company goals and values (work ethic, attitude, interest in work)

Position: Principal Scientist I and II

Duties and Responsibilities:
- Analyzes and understands customer problems and issues
- Pursues novel technologies to implement solutions
- Supports marketing in presenting and selling innovative technical solutions to potential new customers
- High level design and architecture of AI and technology solutions
- Manages software engineers and scientists in developing AI and technology solutions
- Participates in company-wide technology selection
- Principal Investigator for proposals and contracts
- Manages proposal process regarding topic selection and work assignments
- Fosters relationships with customers
- Lead/contributing author on papers/reports
- Develops and manages programs
- Participates actively and takes a leadership role in the development and improvement of the Company's infrastructure (team-building, recruiting, facilities, budgets, tools, processes …)

Requirements:
- PhD (or MS plus five-years of experience) in engineering or equivalent Four plus years research experience or equivalent course/project work Strong object-oriented analysis and design skills
- Knowledge of and experience with a variety of software languages and platforms
- Superior research skills proven by extensive publication record or equivalent references from the research community
- Expert knowledge of AI technologies Demonstrated ability to write winning proposals Three years pf experience managing teams
- Strong analytical skills

- Strong fit with Company goals and values (work ethic, attitude, interest in work)

Position: Senior Scientist II and I

Duties and Responsibilities:
- Analyzes and understands customer problems and issues
- Pursues novel technologies to implement solutions
- Supports marketing in presenting and selling innovative technical solutions to potential new customers
- High level design and architecture of AI and technology solutions
- Manages software engineers and scientists in developing AI and technology solutions
- Principal Investigator for proposals and contracts
- Writes proposals
- Lead/contributing author on reports/papers Fosters relationships with customers Develops and manages programs

Requirements:
- PhD (or MS plus four years of experience) in engineering or equivalent
- Three to six years research experience or equivalent course/project work Strong object-oriented analysis and design skills
- Knowledge of and experience with a variety of software languages and platforms
- Strong research skills proven by publication record or equivalent references from the research community
- In-depth experience with AI technologies
- Strong ability to employ a hierarchical writing process to generate clear, grammatically-correct documents
- Two years of experience leading teams Demonstrated program management skills
- Strong analytical skills
- Strong fit with Company goals and values (work ethic, attitude, interest in work)

Position: Scientist II and I

Duties and Responsibilities:
- Analyzes and understands customer problems and issues
- Pursues novel technologies to implement solutions
- Supports marketing in presenting and selling innovative technical solutions to potential new customers
- Implements a variety of AI and technology solutions
- Identifies potential technical solutions in consultation with PIs
- Works with software engineers in developing AI and technology solutions
- Conducts technical discussions with customers guided by a PI
- Technical Lead for projects as appropriate
- Provides mentoring for interns
- Writes proposals with high-level guidance from PIs
- Lead/contributing author on reports/

Requirements:
- MS (or BS plus three years of experience) in engineering or equivalent

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- Two to five years research experience or equivalent course/project work
- Demonstrated object-oriented analysis and design skills
- Knowledge of and experience with a variety of software languages and platforms
- Proven research skills
- Proven ability to understand AI algorithms and concepts
- Demonstrated ability to employ a hierarchical writing process to generate clear, grammatically-correct documents
- Demonstrated ability to provide technical guidance to interns and other more junior team members
- Strong analytical skills
- Strong fit with Company goals and values (work ethic, attitude, interest in work)

Position: Assistant Scientist II and I

Duties and Responsibilities:
- Analyzes and understands customer problems and issues
- Pursues novel technologies to implement solutions
- Supports marketing in presenting and selling innovative technical solutions to potential new customers
- Implements a variety of AI and technology solutions
- Works with software engineers to implement practical solutions
- Reports technical content to customers
- Supports and contributes to the content of proposals, project briefings, and status reports

Requirements:
- BS in engineering or equivalent
- One to three years research experience or equivalent course/project work
- Strong foundation in object-oriented analysis and design
- Knowledge of and experience with a variety of software languages and platforms
- Demonstrated research skills
- Demonstrated ability to understand AI algorithms and concepts
- Demonstrated ability to write clear, grammatically-correct documents
- Demonstrated ability to effectively communicate and work with other members of project team
- Strong analytical skills
- Strong fit with Company goals and values (work ethic, attitude, interest in work)

Position: Chief Software Engineer I

Duties and Responsibilities:
- Advises President and Software Management Committee in issues relating to specific and overall software strategy for the Company
- Advises IS Manager in evaluating and implementing IS solutions
- Provides technical guidance to software staff
- Identifies potential cross-project synergies to avoid duplication of effort and to provide unified solutions to problems
- Manages and maintains critical software tools and systems (SourceSafe, TestTrack Pro)

Additionally, the Chief Software Engineer may perform the duties as that of a Senior Software Engineer:

- Generates fully operational and tested code from design documents (i.e., UML diagrams, detailed requirements)
- Provides appropriate documentation for generated code
- Provides mentoring and support for software engineers and interns
- Manage other software engineers
- Works with PIs to generate design documents for projects
- Technical Lead/Project Manager for projects as appropriate
- Researches and understands novel AI algorithms and concepts and applies to projects
- May be the lead author on reports/papers/proposals
- May interact with customers and present papers and presentations externally

Requirements:

- MS in engineering or equivalent
- Ten years industrial experience or equivalent course/project work
- Expert application of object-oriented analysis and design skills
- Expert with two or more software languages/tools as required
- Experienced in researching and understanding novel AI algorithms and concepts
- Demonstrated ability to employ a hierarchical writing process to generate documents
- Can contribute to the proposal writing/contract process
- Superior communications and presentation skills
- Strong fit with Company goals and values (work ethic, attitude, interest in work)

Position: Senior Software Engineer II and I

Duties and Responsibilities:

- Generates fully operational and tested code from design documents (i.e., UML diagrams, detailed requirements)
- Provides appropriate documentation for generated code
- Provides mentoring and support for software engineers and interns
- Manage other software engineers
- Work with PIs to design and document software components and systems
- Technical Lead for projects as appropriate
- Researches and understands novel AI algorithms and concepts and applies to projects
- Lead/contributing author on reports/papers/proposals
- Fosters relationships with customers
- Leads initiatives for improving software engineering discipline at Charles River Analytics

Requirements:

- MS in engineering or equivalent
- Five years industrial experience or equivalent course/project work
- Demonstrated application of object-oriented analysis and design skills
- Expert proficiency in two or more software languages/tools and demonstrated ability to learn new software languages/tools as required
- Proven ability to understand and implement AI algorithms and concepts

- Demonstrated ability to employ a hierarchical writing process to generate clear, grammatically-correct documents
- Understanding of the proposal writing/contract process
- One year prior experience as technical lead and/or project manager
- Superior communications and presentation skills
- Strong fit with Company goals and values (work ethic, attitude, interest in work)

Position: Software Engineer II and I

Duties and Responsibilities:
- Generates fully operational and tested code from design documents (i.e., UML diagrams, detailed requirements)
- Provides appropriate documentation for generated code
- Work with senior employees to design software components and document design appropriately
- Technical Lead for projects as appropriate
- Provides mentoring for interns
- Contributes to proposals and presentations
- Lead/contributing author on reports/papers and presents work at conferences/briefings when appropriate
- Participates in software engineering initiatives

Requirements:
- BS in engineering or equivalent
- Two to five years industrial experience or equivalent course/project work
- Demonstrated application of object-oriented analysis and design skills
- Proficient with two or more software languages/tools and demonstrated ability to learn new software languages/tools as required
- Proven ability to understand and implement AI algorithms and concepts
- Demonstrated ability to employ a hierarchical writing process to generate clear, grammatically-correct documents
- Demonstrated ability to provide technical guidance to interns and other more junior team members
- Strong analytical skills
- Strong fit with Company goals and values (work ethic, attitude, interest in work)

Position: Assistant Software Engineer I

Duties and Responsibilities:
- Generates fully operational and tested code from design documents (i.e., UML diagrams, detailed requirements)
- Provides appropriate documentation for generated code
- Participates in software engineering initiatives

Requirements:
- BS in engineering or equivalent
- One to three years industrial experience or equivalent course/project work
- Strong foundation in object-oriented analysis and design

- Demonstrated ability to learn new software languages/tools as required Demonstrated ability to understand AI algorithms and concepts Demonstrated ability to write clear, grammatically-correct documents
- Demonstrated ability to effectively communicate and work with other members of project team
- Strong analytical skills
- Strong fit with Company goals and values (work ethic, attitude, interest in work)

Position: Project Manager I

Duties and Responsibilities:
- Manages projects involved in analysis, design, integration, documenting, extending and implementing automated information and/or other advanced technology systems.
- Performs day-to-day management of overall project/contract support functions, possibly involving multiple projects and groups of personnel at multiple locations.
- Organizes, directs, and coordinates the planning and production of all contract support activities Demonstrates excellence in project management, and are specifically proficient in risk management, contingency planning, and project control strategies.
- Recognized experts in the areas of complex project management practices and have deep expertise in specific industries.
- Provide the primary interface with client management personnel regarding strategic issues, and direct the completion of projects within estimated time frames and budget constraints.
- Designs and implements change management programs in support of technology initiatives.

Requirements:
- Bachelor's degree or equivalent
- Six to eight years of experience or equivalent course/project work
- Demonstrated ability to write clear, grammatically-correct documents
- Demonstrated ability to effectively communicate and work with other members of project team
- Strong management and analytical skills
- Strong fit with Company goals and values (work ethic, attitude, interest in work)

Approved Labor Categories

Position: Senior Program Manager (PM-08)

Experience: Demonstrated experience managing multiple IT-related programs. Senior Program Managers have at least 14 years of general experience in project/program management and/or IT-related R&D with a minimum of 12 years specific experience in project/program management. PMP certification substitutes for 3 years of specific experience.

Functional Responsibility:
- Manages large or multiple smaller programs that may incorporate multiple projects and/or tasks.
- Exercises independent judgment to solve technical, administrative, and managerial problems.
- Plans, directs, and controls all program operations.
- Confers with subordinate program and project managers to provide technical and management advice and assists with problem resolution.
- Has expertise in all phases of product development, from inception to deployment and maintenance.
- Ensures compliance with all program management policies.
- Serves as principal spokesman for the program.
- Manages and controls personnel, funds, and other program resources.

Education: Master's degree in program management, business, computer science, engineering, or related technical discipline (or Ph.D. with 11 years of experience). PMP certification preferred.

Position: Program Manager (PM-07)

Experience: Demonstrated experience managing IT-related or similar technical programs. Program Managers have at least 12 years of general experience in project/program management and/or IT-related R&D with a minimum of 6 years specific experience in project/program management. PMP certification substitutes for 3 years of specific experience.

Functional Responsibility:
- Manages smaller programs that may incorporate multiple projects and/or tasks.
- Exercises independent judgment to solve technical, administrative, and managerial problems.
- Plans, directs, and controls all program operations.
- Confers with subordinate project managers to provide technical and management advice and assists with problem resolution.
- Familiar with all phases of product development from inception to deployment and maintenance.
- Ensures compliance with all program management policies
- Serves as principal spokesman for the program.
- Manages and controls personnel, funds, and other program resources.

Education: Bachelor's degree in program management, business, computer science, engineering, or related discipline (or Master's degree with 9 years of experience). PMP certification preferred.

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Position: Senior Project Manager (PM-06)

Experience: Demonstrated experience in managing large IT-related or similar technical projects. Senior Project Managers have at least 10 years of general experience in project management and/or IT-related R&D with a minimum of 4 years of specific experience in technical project management. PMP certification substitutes for 3 years of specific experience.

Functional Responsibility:
- Manages larger projects, may incorporate independently managed tasks.
- Solves technical, administrative, and managerial problems.
- Plans, directs, and controls all project operations.
- Confers with subordinate task managers (when appropriate) to provide technical and management advice and assists with problem resolution.
- Understands all phases of product development from inception to deployment and maintenance.
- Ensures compliance with all project and program management policies.
- Serves as a spokesman for the project (to client and to management)
- Manages and controls personnel, funds and other project resources.

Education: Bachelor's degree in program management, business, computer science, engineering, or related discipline (or Master's degree with 7 years of experience). PMP certification preferred.

Position: Project Manager (PM-05)

Experience: Demonstrated experience in managing IT-related or similar technical projects. Project Managers have at least 6 years of general experience in project management and/or IT-related R&D with a minimum of 2 years specific experience in technical project management. PMP certification substitutes for specific experience.

Functional Responsibility:
- Manages smaller projects or independent technical tasks.
- Solves technical, administrative, and managerial problems.
- Plans, directs, and controls all project operations.
- Familiar with all phases of product development, from inception to deployment and maintenance.
- Ensures compliance with all project and program management policies.
- Serves as a spokesman/representative for the project (to client and to management).
- Manages and controls personnel, funds, and other project resources.

Education: Bachelor's degree in program management, business, computer science, engineering, or related discipline (or Master's degree with 7 years of experience). PMP certification preferred.

Position: Junior Project Manager (PM-04)

Experience: Entry level project manager with at least 6 years of general experience working in an IT-related project environment.

Functional Responsibility:
- Manages or assists in the management of smaller projects or independent technical tasks.
- Solves technical, administrative, and managerial problems.

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- Plans, directs, and controls all project operations.
- Ensures compliance with all project and program management policies.
- Manages and controls personnel, funds, and other project resources.

Education: Bachelor's degree in project management, business, or an appropriate technical discipline (or Master's degree with 4 years of experience).

Position: Project Coordinator II (PM-03)

Experience: Experience providing program and project management support with at least 4 years of general experience working in a project environment, including at least 2 years in a project control or project coordinator role.

Functional Responsibility:
- Independently maintains program/project documentation and change records.
- Assists program and project managers in establishing budgets and monitoring performance.
- Independently performs financial and administrative functions, including budgeting, personnel and resource planning, and financial reporting.

Education: Bachelor's degree in project management, business, or an appropriate technical discipline (or Master's degree with no post-graduate experience).

Position: Project Coordinator I (PM-02)

Experience: Demonstrated analytical skills with at least 2 years of general experience working in a project environment.

Functional Responsibility:

An entry level project coordinator; under direct supervision the Project Coordinator II assists more senior project coordinators and project managers with project administrative and planning tasks.
- Under supervision assists with the maintenance of project documentation and change records.
- Assists in monitoring program/project budget performance.
- Under supervision assists with financial and administrative functions, including budgeting, personnel and resource planning, and financial reporting.

Education: Bachelor's degree.

IT Scientific Research Services (includes Military Subject Matter Experts)

Position: Principal Technical Expert (SC-10)

Experience: Widely recognized technical expert in a specialized technical area**.** Principal Technical Experts typically have at least 16 years of general experience in IT or a related area with at least 10 years of focused expert knowledge in the specialized technical area.

Functional Responsibility:
- Provides expert independent services and leadership in the identified specialized information technology area.
- Uses technical expertise to plus the state-of-the-art in their specialized information technology area
- Provides advice and guidance to company senior management on information technology in their specialized area

- Uses expertise while working with the customer to ensure successful project performance.

Education: Doctorate degree in a discipline appropriate to their specialization (or Master's degree with 20 years of experience).

Position: Senior Principal Scientist (SC-09)

Experience: Recognized senior researcher in their technical field with at least 14 years of R&D experience, and at least 8 years managing complex R&D programs and projects.

Functional Responsibility:
- Acts as a senior consultant to customer and company senior management.
- Analyzes and understands complex customer problems and issues.
- Pursues state-of-the-art technologies to implement creative solutions.
- Develops novel solutions requiring experience, ingenuity, and innovation.
- Provides high level design and architecture of artificial intelligence, decision management, or sensor technology solutions.
- Acts as Principal Investigator for large, complex programs/projects.
- May act in program management role.

Education: Master's degree in a discipline appropriate to their research area (or Ph.D. with 11 years of experience).

Position: Senior Staff Advisor (SC-09A)

Experience: Recognized expert in one or more specialized areas with extensive understanding of customer requirements**.** Senior Staff Advisors typically have at least 14 years of general industry experience with at least 8 years of focused expert knowledge of customer operations and requirements.

Functional Responsibility:
- Expertly determines and interprets customer requirements based on operational experience.
- Uses expertise within the appropriate operational environment to communicate results.
- Guides teams to conduct complex analyses and solve unique problems.
- Provides guidance and advice to program leadership.

Education: Master's degree (or Bachelor's degree with 16 years of experience).

Position: Senior Technical Expert (SC-08)

Experience: Recognized technical expert in specialized technical area**.** Senior Technical Experts typically have at least 12 years of general industry experience with at least 8 years of focused expert knowledge of in the specialized technical area.

Functional Responsibility:
- Provides expert independent services and leadership in identified specialized information technology area.
- Uses extensive experience and knowledge to develop new state-of-the-art technology in their specialized information technology area.
- Provides advice to program and project managers to improve project performance.
- Works closely with the customer to improve project performance.

Education: Master's degree in a discipline appropriate to their specialization (or Ph.D. with 9 years of experience).

Position: Principal Scientist (SC-07)

Experience: Recognized senior researcher in their technical field with at least 10 years of R&D experience, and at least 6 years of experience managing complex R&D programs and projects.

Functional Responsibility:

The Principal Scientist has a similar scientific leadership role to that of a Senior Principal Scientist but performs these tasks on smaller, less complex projects:

- Acts as an IT consultant to Government and project management.
- Analyzes and understands customer problems and issues.
- Pursues new technologies to implement solutions.
- Develops solutions requiring ingenuity and innovation.
- Provides design and architecture of artificial intelligence, decision management, or sensor technology solutions.
- Acts as Principal Investigator for small to moderate-sized projects.
- May act in project management role.

Education: Master's degree in a discipline appropriate to their research area (or Ph.D. with 7 years of experience).

Position: Subject Matter Expert (SC-06)

Experience: Expert in one or more specialized areas with extensive understanding of customer requirements. Subject Matter Experts typically have at least 12 years of general industry experience with at least 8 years of focused expert knowledge of customer operations and requirements.

Functional Responsibility:

- Determines and interprets customer requirements based on operational experience.
- Uses expertise within the appropriate operational environment to communicate results.
- Guides teams to conduct complex analysis and solve unique problems.
- Provides guidance and advice to program leadership.

Education: Bachelor's degree (or Master's degree with 9 years of experience).

Position: Technical Expert (SC-05)

Experience: Technical expert in specialized technical area. Technical Experts typically have at least 12 years of general industry experience with at least 6 years of focused expert knowledge in the specialized technical area.

Functional Responsibility:

- Provides independent services in identified specialized technical area.
- Uses knowledge state-of-the-art technology within their specialized information technology area to perform all assigned projects/tasks.
- Participates in project teams to ensure the solution meets customer requirements.

Education: Master's degree in a discipline appropriate to their area of specialization (or BS with 15 years of experience).

Position: Senior Scientist (SC-04)

Experience: Technical researcher with at least 6 years of research experience (or equivalent course/project work) and at least 4 years in an area specific to the project.

Functional Responsibility:
- Analyzes and understands customer problems and issues.
- Pursues novel technologies to implement solutions.
- Implements a variety of artificial intelligence, decision management, or sensor technology solutions.
- Manages software engineers and scientists to develop technology solutions.
- Acts as Principal Investigator for research projects.
- Works with software engineers to implement practical solutions.
- Reports technical content to customers.
- Supports and contributes to the content of research papers, project briefings, and status reports.

Education: Bachelor's degree in a technical discipline appropriate to their research area (or Master's degree with 3 years of experience).

Position: Staff Scientist (SC-03)

Experience: Technical researcher with at least 4 years of R&D experience (or equivalent course/project work) with strong analysis and design skills.

Functional Responsibility:
- Analyzes and understands customer problems/issues.
- Pursues novel technologies to implement solutions.
- Implements a variety of technology solutions.
- Fosters relationships with customers.
- Serves as lead/contributing author on papers/reports.

Education: Bachelor's degree in computer science, cognitive science, engineering or other related technical discipline (or Master's degree with 1 year of experience).

Position: Scientist (SC-02)

Experience: Junior technical researcher with 1 to 5 years of R&D experience (or equivalent course/project work) along with strong analysis and object-oriented software design skills.

Functional Responsibility:
- Analyzes and understands customer problems/issues.
- Pursues novel technologies to implement solutions.
- Identifies potential technical solutions in consultation with PIs.
- Works with software engineers in various technology solutions.
- Conducts technical discussions with customers guided by a PI.
- Serves as Technical Lead for projects as appropriate.
- Provides mentoring for interns.
- Serves as lead/contributing author on reports.

Education: Bachelor's degree in computer science, cognitive science, engineering, or a related technical discipline (or Master's degree with no post-graduate experience).

Software Engineering and Design Services

Position: Senior Principal Software Engineer (SW-09)

Experience: Senior, recognized software engineer with at least 16 years of industry experience or equivalent in the development of complex software systems; expert-level system architecture design and development skills; and expert knowledge of multiple software languages and operating systems, applied intelligent system techniques and technologies, and current and novel software engineering principles and practices.

Functional Responsibility:
- Identifies potential cross-project synergies to avoid duplication of effort and to provide unified solutions to problems.
- Manages and maintains critical software tools and systems.
- Generates fully operational and tested code from design documents (i.e., UML diagrams, detailed requirements).
- Provides appropriate documentation for generated code.
- Provides mentoring and support to software engineers.
- Manages other software engineers.
- Works with PIs to generate design documents for projects as appropriate.
- Serves as Technical Lead/Chief Software Engineer for large programs/projects as appropriate.
- Researches and understands novel algorithms and concepts and applies them to projects.
- May be the lead author on reports/papers.
- May interact with customers and present papers and presentations externally.

Education: Master's degree in computer science or similar technical discipline (or Ph.D. with 13 years of experience)

Position: Principal Software Engineer/Architect (SW-08)

Experience: Accomplished software engineer with at least 14 years of industry experience or equivalent in the development of complex software systems; expert-level system architecture design and development skills; and expert knowledge of multiple software languages and operating systems, applied intelligent system techniques and technologies, and current and novel software engineering principles and practices.

Functional Responsibility:
- Provides technical guidance to software staff.
- Identifies potential cross-project synergies to avoid duplication of effort and to provide unified solutions to problems.
- Has expert knowledge of DoDAF development.
- Manages and maintains critical software tools and systems.
- Generates fully operational and tested code from design documents (i.e., UML diagrams, detailed requirements).
- Provides appropriate documentation for generated code.
- Provides mentoring and support for software engineers.

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- Manages other software engineers.
- Works with PIs to generate design documents for projects as appropriate.
- Serves as Technical Lead for large projects as appropriate.
- Researches and understands novel algorithms and concepts and applies them to projects.
- May be the lead author on reports/papers.
- May interact with customers and present papers and presentations externally.

Education: Master's degree in computer science or a related technical discipline (or Ph.D. with 11 years of experience).

Position: Principal Software Engineer (SC-07)

Experience: Accomplished software engineer with at least 12 years of industry experience or equivalent in the development of complex software systems; expert-level system architecture design and development skills; and expert knowledge of multiple software languages, operating systems, and current and novel software engineering principles and practices.

Functional Responsibility:
- Provides technical guidance to software staff.
- Identifies potential cross-project synergies to avoid duplication of effort and provide unified solutions to problems.
- Manages and maintains critical software tools and systems.
- Generates fully operational and tested code from design documents (i.e., UML diagrams, detailed requirements).
- Provides appropriate documentation for generated code.
- Provides mentoring and support for software engineers.
- Manages other software engineers.
- Works with Principal Investigators to generate design documents for projects as appropriate.
- Serves as Technical Lead for projects as appropriate.
- Researches and understands novel algorithms and concepts and applies them to projects.
- May be the lead author on reports/papers.
- May interact with customers and present papers and presentations externally.

Education: Master's degree in computer science or other related technical discipline (or Ph.D. with 9 years of experience).

Position: Senior Software Engineer/Architect (SW-06)

Experience: Seasoned software engineer with at least 10 years of industry experience or equivalent in the development of complex software systems (or equivalent course/project work), with at least 3 years as technical lead and/or project manager. Skilled in system architecture design, with expert knowledge of multiple software languages, operating systems, IT-related techniques and technologies, and current and novel software engineering principles and practices.

Functional Responsibility:
- Generates fully operational and tested code from design documents (i.e., UML diagrams, detailed requirements).
- Provides appropriate documentation for general code.

- Advanced knowledge of DoDAF development.
- Provides coaching and support for software engineers and interns.
- Manages other software engineers.
- Works with Principal Investigators to design and document software components and systems.
- Serves as Technical Lead for projects as appropriate.
- Researches and understands novel AI algorithms and concepts and applies them to projects.
- Serves as lead/contributing author on reports/papers.

Education: Bachelor's degree in computer science or related technical degree (or Master's degree and 7 years of experience).

Position: Software Engineer/Architect (SW-05)

Experience: Software engineer with at least 8 years of industry experience or equivalent in the development of complex software systems (or equivalent course/project work), with at least 1 year as technical lead and/or project manager. Knowledgeable in system architecture design, with expert knowledge of multiple software languages, operating systems, IT-related techniques and technologies, and current and novel software engineering principles and practices.

Functional Responsibility:
- Generates fully operational and tested code from design documents (i.e., UML diagrams, detailed requirements).
- Provides appropriate documentation for general code.
- Has knowledge of DoDAF development.
- Provides coaching and support for application programmers and interns.
- Works with Principal Investigators to design and document software components and systems.
- Serves as Technical Lead for small projects as appropriate.
- Researches and understands IT algorithms and concepts and applies to projects.
- Serves as lead/contributing author on reports/papers.

Education: Bachelor's degree in computer science or related technical discipline (or Master's degree and 5 years of experience).

Position: Senior Applications Programmer Analyst (SW-04)

Experience: Seasoned applications developer with at least 6 years of industry experience in the development of complex software systems (or equivalent course/project work), with proficiency in multiple software and operating systems, and standard software engineering principles and practices.

Functional Responsibility:
- Generates fully operational and tested code from design documents (i.e., UML diagrams, detailed requirements).
- Provides appropriate documentation for general code.
- Works with senior employees to design software components and document design appropriately.
- Serves as Technical Lead for projects as appropriate.
- Provides mentoring for programmers.
- Contributes to reports and presentations.

Education: Bachelor's degree in computer science or related technical discipline (or Master's degree with 3 years of experience).

Position: Junior Software Engineer/Architect (SW-03)

Experience: Junior level software engineer with at least 4 years of industry experience or equivalent in the development of complex software systems (or equivalent course/project work). Basic skills in system architecture design, with knowledge of multiple software languages, operating systems, IT-related techniques and technologies, and current and novel software engineering principles and practices.

Functional Responsibility:

- Generates fully operational and tested code from design documents (i.e., UML diagrams, detailed requirements).
- Provides appropriate documentation for general code.
- Has a basic knowledge of DoDAF development.
- Works with Principal Investigators to design and document software components and systems.
- Researches and understands IT algorithms and concepts and applies them to projects.
- Contributes to reports and papers.

Education: Bachelor's degree in computer science or related technical discipline (or Master's degree and 1 year of experience).

Position: Applications Programmer Analyst (SW-02)

Experience: Junior level (Master's entry level) applications developer with at least 2 years of industry experience in the development of software systems (or equivalent course/project work), with proficiency in one or more programming languages and operating systems, and standard software engineering principles and practices.

Functional Responsibility:

- Generates fully operational and tested code from design documents (i.e., UML diagrams, detailed requirements).
- Provides appropriate documentation for general code.
- Works with senior employees to design software components and document design appropriately.
- Contributes to reports and presentations.

Education: Bachelor's degree in computer science or related technical discipline (or Master's degree with no post-graduate experience).

Software Quality Assurance Services

Position: Senior Quality Assurance Specialist (QA-04)

Experience: Experienced and knowledgeable Quality Assurance Specialist with at least 6 years of IT industry experience, including at least 4 years in quality assurance.

Functional Responsibility:

- Performs formal and informal quality reviews as pre-determined points in the Agile Development cycle.

- Coordinates with the Program/Project Manager and Principal Investigator to ensure problem resolution and user satisfaction.
- Makes process improvement recommendations to improve software quality during the development process.
- Prepares milestone status reports and deliveries related to software quality.
- May manage other QA staff.

Education: Bachelor's degree in computer science or related technical discipline (or Master's degree and 3 years of experience).

Position: Quality Assurance Specialist II (QA-03)

Experience: Junior Quality Assurance Specialist with at least 4 years of IT industry experience, including at least 2 years in quality assurance.

Functional Responsibility:
- Performs formal and informal quality reviews as pre-determined points in the Agile Development cycle.
- Coordinates with the Program/Project Manager and Principal Investigator to ensure problem resolution and user satisfaction.
- Makes process improvement recommendations to improve software quality during the development process.
- Prepares milestone status reports and deliveries related to software quality.
- Collects data on software quality metrics.

Education: Bachelor's degree in computer science or related technical discipline (or Master's degree and 1 year of experience).

Position: Quality Assurance Specialist I (QA-02)

Experience: Junior Quality Assurance Specialist with at least 2 years of IT industry experience.

Functional Responsibility:
- Assists with formal and informal quality reviews as pre-determined points in the Agile Development cycle.
- Makes process improvement recommendations to improve software quality during the development process.
- Collects data on software quality metrics.

Education: Bachelor's degree in computer science or related technical discipline.

IT Help Desk Services

Position: Help Desk Manager (HD-03)

Experience: Manager for Help Desk operation with at least 6 years of IT industry experience, including at least 2 years in a help desk environment.

Functional Responsibility:
- Manages help desk function and personnel.
- Provides daily supervision and direction to help desk staff.

- Serves as first point of contact for a customer troubleshooting HW/SW problems.

Education: Bachelor's degree (or Master's degree and 2 years of experience).

Position: Help Desk Technician II (HD-02)

Experience: Help desk technician with at least 2 years of IT industry experience.

Functional Responsibility:
- Independently provides telephonic and in-person support to customers.
- Independently troubleshoots HW/SW problems.

Education: Associate's degree in IT-related discipline (or Bachelor's degree with no post-graduate experience).

Position: Help Desk Technician I (HD-01)

Experience: Entry level help desk position.

Functional Responsibility:

As an entry level employee, a Help Desk Technician I provides similar tasks to the more experienced Help Desk Technician II but does so under direct supervision of an experienced help desk technician or manager:
- Under direct supervision, provides telephonic and in-person support to customers.
- Under direct supervision, troubleshoots HW/SW problems.

Education: Associate's degree in IT-related discipline.

IT Instruction and Training

Position: Senior IT Instructor/Trainer (TR-04)

Experience: Experienced instructor/trainer with at least 8 years of information technology industry experience, including at least 6 years of experience conducting IT-related training.

Functional Responsibility:
- Conducts and supervises training activities for large, complex deployed IT-applications/systems.
- Experienced in implementing computer-based and multimedia training in lab and field environments.
- Supervises IT Instructor/Trainers.
- Has expert knowledge of IT-application/system being trained.

Education: Bachelor's degree – technical discipline preferred but not required (or Master's degree and 6 years of experience).

Position: IT Instructor/Trainer III (TR-03)

Experience: Experienced trainer/instructor with at least 6 years of information technology industry experience, including at least 4 years of experience conducting IT-related training.

Functional Responsibility:
- Conducts and supervises training activities deployed IT-applications/systems.
- Experienced in implementing computer-based and multimedia training in lab and field environments.
- May supervise junior Instructor/Trainers.

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- Has advanced practical knowledge of IT-application/system being trained.

Education: Bachelor's degree – technical discipline preferred but not required (or Master's degree and 4 years of experience).

Position: IT Instructor/Trainer II (TR-02)

Experience: Experienced trainer/instructor with at least 4 years of information technology industry experience, including at least 2 conducting IT-related training.

Functional Responsibility:
- Conducts and supervises training activities for deployed IT-application/systems.
- Experienced in implementing computer-based and multimedia training.
- Has practical knowledge of IT-application/system being trained.

Education: Bachelor's degree – technical discipline preferred but not required (or Master's degree and 2 years of experience).

Technical Writing and Document Specialists

Position: Senior Technical Writer/Documentation Specialist (TW-04)

Experience: Seasoned technical writer with at least 8 years of industry experience, including at least 6 years of experience preparing and editing IT-related technical documents/documentation.

Functional Responsibility:
- Prepares and edits a wide variety of complex technical materials for publication; these can include user's manuals, training materials, installation guides, reports, research papers, and other contract deliverables.
- Coordinates multiple aspects of document production.
- Supervises and directs technical writing staff.

Education: Bachelor's degree (or Master's degree and 6 years of experience) or a Bachelor's degree in a Software Development-related discipline and 4 years of experience.

Position: Technical Writer/Documentation Specialist III (TW-03)

Experience: Experienced technical writer with at least 6 years of industry experience, including at least 4 years preparing and editing IT-related technical documents/documentation.

Functional Responsibility:
- Prepares and edits a wide variety of complex technical materials for publication; these can include user's manuals, training materials, installation guides, reports, research papers, and other contract deliverables.
- Coordinates multiple aspects of document production.
- May supervise and direct junior technical writing staff members.

Education: Bachelor's degree (or Master's degree and 4 years of experience) a Bachelor's degree in a Software Development-related discipline and 2 years of experience.

Approved Labor Category Rates

GSA Labor Category SIN 132-51	GSA Hourly Rates (0.75% IFF Inclusive)
Senior Principal Scientist I	$193.14
Chief Scientist I	$175.04
Principal Scientist II	$170.06
Principal Scientist I	$158.64
Senior Scientist II	$152.48
Senior Scientist I	$97.11
Scientist II	$99.70
Scientist I	$72.93
Assistant Scientist I	$58.27
Chief Software Engineer I	$116.00
Senior Software Engineer II	$105.20
Senior Software Engineer I	$97.86
Software Engineer II	$93.83
Software Engineer I	$71.12
Assistant Software Engineer I	$60.98
Project Manager	$131.37

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Approved Labor Category Rates

Labor Category Titles	GSA Hourly Rates (0.75% IFF Inclusive)
Program Director (PM-09)	$274.96
Senior Program Manager (PM-08)	$244.30
Program Manager (PM-07)	$212.65
Senior Project Manager (PM-06)	$180.01
Project Manager (PM-05)	$149.35
Junior Project Manager (PM-04)	$131.55
Project Coordinator II (PM-03)	$92.98
Project Coordinator I (PM-02)	$84.07
Principal Technical Expert (SC-10)	$274.96
Senior Principal Scientist (SC-09)	$244.30
Senior Staff Advisor (SC-09A)	$215.62
Senior Technical Expert (SC-08)	$213.64
Principal Scientist (SC-07)	$178.04
Subject Matter Expert (SC-06)	$167.15
Technical Expert (SC-05)	$159.24
Senior Scientist (SC-04)	$137.48
Staff Scientist (SC-03)	$125.61
Scientist (SC-02)	$96.93
Senior Principal Software Engineer (SW-09)	$173.09
Principal Software Engineer/Architect (SW-08)	$167.15
Principal Software Engineer (SW-07)	$157.26
Senior Software Engineer/Architect (SW-06)	$142.43
Software Engineer/Architect (SW-05)	$136.49
Senior Applications Programmer Analyst (SW-04)	$125.61
Junior Software Engineer/Architect (SW-03)	$114.73
Applications Programmer Analyst (SW-02)	$110.52
Senior Quality Assurance Specialist (QA-04)	$125.61
Quality Assurance Specialist II (QA-03)	$120.66

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Labor Category Titles	GSA Hourly Rates (0.75% IFF Inclusive)
Quality Assurance Specialist I (QA-02)	$114.73
Help Desk Manager (HD-03)	$120.66
Help Desk Technician II (HD-02)	$110.77
Help Desk Technician I (HD-01)	$58.36
Senior Training Designer/Specialist (TD-04)	$131.55
Training Designer / Specialist III	$121.65
Training Designer / Specialist II	$116.71
Training Designer / Specialist I	$105.83
Senior IT Instructor/Trainer (TR-04)	$136.49
IT Instructor/Trainer III (TR-03)	$119.68
IT Instructor/Trainer II (TR-02)	$106.82
Senior Technical Writer/Documentation Specialist (TW-04)	$120.66
Technical Writer/Document Specialist III (TW-03)	$93.96
Technical Writer/Document Specialist II (TW-02)	$78.14

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Product Pricing

Product	GSA Price Offered (Including 0.75% IFF)
BNet.Builder for Windows	
1 - 99	$325.00
100 - 499	$315.25
500+	$308.75
BNet.Builder for Linux	
1 - 99	$325.00
100 - 499	$315.25
500+	$308.75
BNet.Builder for Mac OSX	
1 - 99	$325.00
100 - 499	$315.25
500+	$308.75
BNet.Builder Support (1 year)	**$156.75**
BNet.EngineKit	
1 - 99	$2,500.00
100 - 499	$2,425.00
500+	$2,375.00
Bnet.EngineKit Support (1 year)	**$1,187.50**

USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

Charles River Analytics provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Mark Felix at (617) 491-3474 ext. 573 or at mfelix@cra.com.

Sample Blanket Purchase Agreement

Best Value Blanket Purchase Agreement Federal Supply Schedule

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity	**Date**	**Contractor**	**Date**

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1)   The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

Model Number/Part Number   ***Special BPA Discount/Price**

_____   _____

_____   _____

_____   _____

(2)   Delivery:

Destination   **Delivery Schedules / Dates**

_____   _____

_____   _____

_____   _____

(3)   The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4)   This BPA does not obligate any funds.

(5)   This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6)   The following office(s) is hereby authorized to place orders under this BPA:

Office   **Point of Contact**

_____   _____

_____   _____

_____   _____

(7)   Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8)   Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

  (a) Name of Contractor;

  (b) Contract Number;

  (c) BPA Number;

  (d) Model Number or National Stock Number (NSN);

  (e) Purchase Order Number;

  (f) Date of Purchase;

  (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

  (h) Date of Shipment.

(9)   The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10)   The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

Guidelines for Using Contractor Team Arrangements

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.

- Federal Supply Schedule Contractors may individually meet the customers needs, or -

- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.

- Customers make a best value selection.

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